MCCSS Transfer Payment Recipient Reference Guide

How to Submit a Budget Form

This reference guide will cover:

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Before you begin:

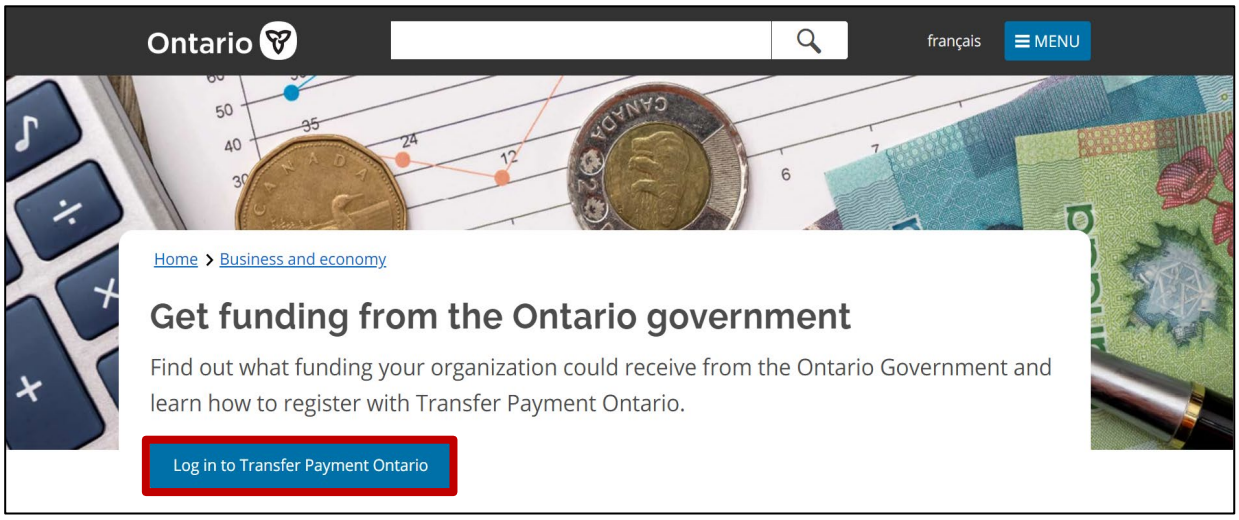
1. **Create a ONe-key** login. To create an account, follow the instructions in the guide Creating a ONe-key account.

2. **Register your organization or join a registered organization**. For instructions, access the guides available on the TPON website for Registering an organization and Joining an existing organization.

Accessing Transfer Payment Ontario using ONe-*key*

Navigate to **www.Ontario.ca/Getfunding** page using a Google Chrome Browser version 7.5 or higher.

From the Transfer Payment Ontario (TPON) Homepage, select the **Log in to Transfer Payment Ontario** button.

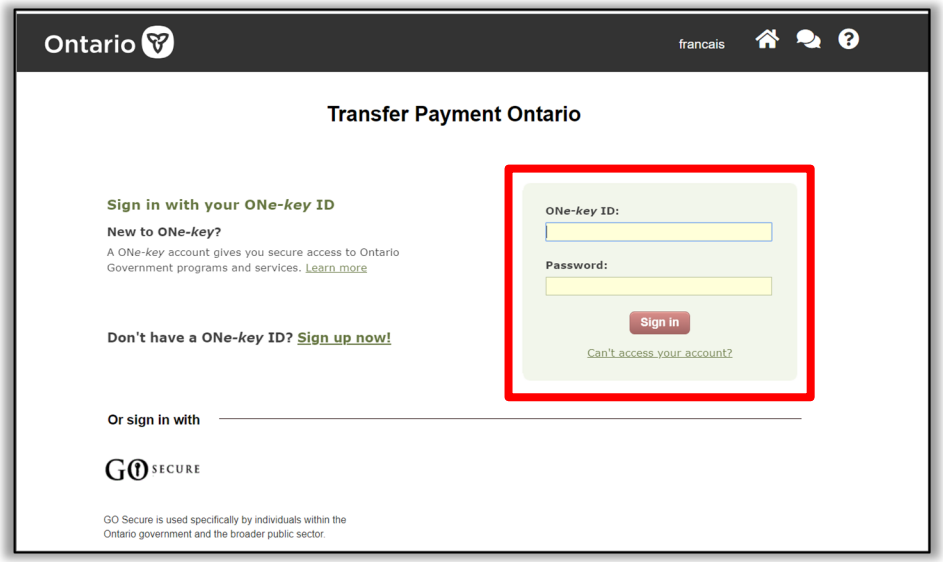


Transfer Payment Ontario Homepage

After selecting the Log In button, the *Transfer Payment Ontario* login page appears. Transfer Payment Ontario can be accessed by using either ONe-*key*, or, GO Secure.

Note: You can sign in with GO Secure only if you already have an existing GO Secure account. Do not create a new GO Secure account.

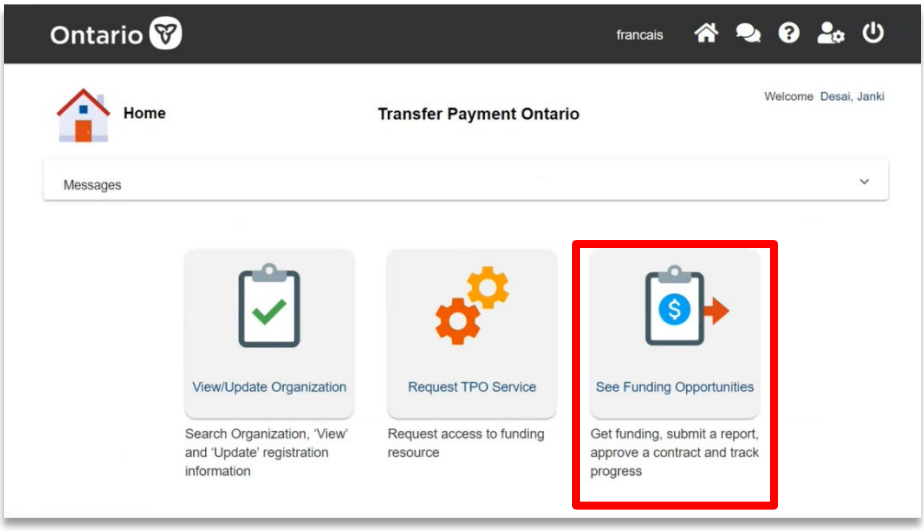
To sign in using ONe-*key* ID, type in ONe-*key* ID and Password and select **Sign In**.



ONe-Key Sign-in Page

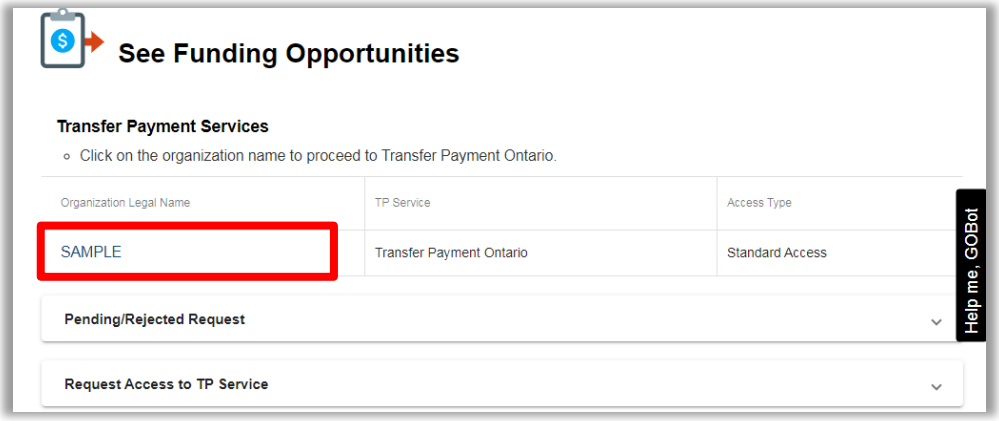
Accessing MCCSS Funding Opportunities

To view or update your organization's information, select the **View/Update Organization** menu card. Your organizational details will be populated in sections of the budget form. To access the available MCCSS Program funding opportunities, select the **See Funding Opportunities** menu card.



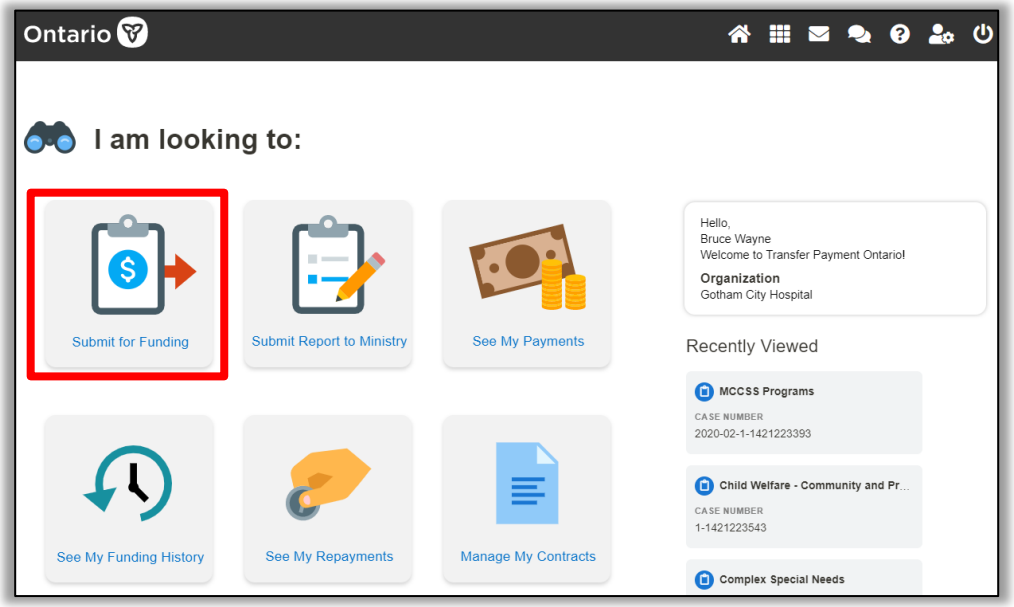
Transfer Payment Ontario Home Page

If your account is associated to more than one organization, the *See Funding Opportunities* page will display a list of organizations associated with your user profile. Select the organization name using the hyperlink for the **Organization Legal Name**.



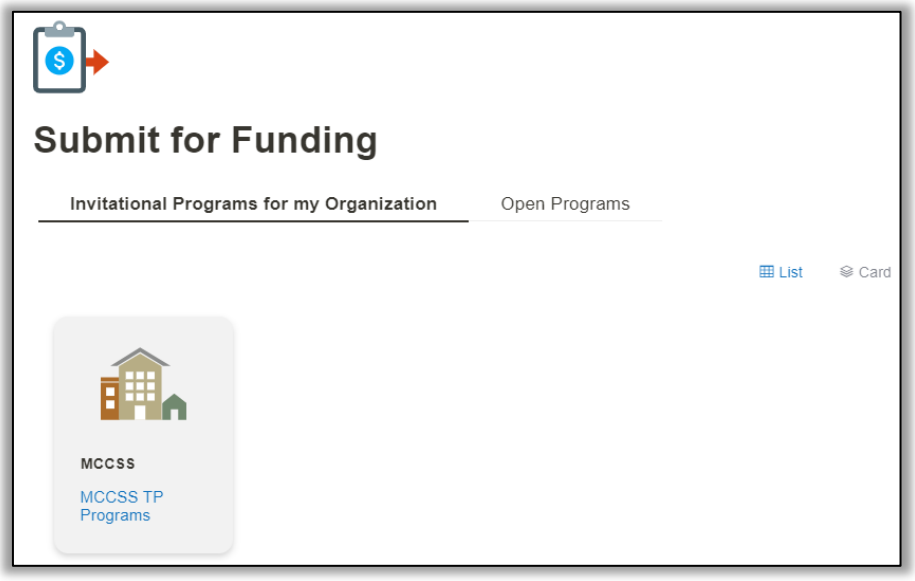
See Funding Opportunities Page

The system will redirect you to the *I am looking to* page. Select the **Submit for Funding** menu card.



I am looking to Page

From the *Submit for Funding* page, the MCCSS Funding Opportunities are listed under the **Invitational Programs for my Organization.** To initiate the submission process, select the appropriate MCCSS Program card.

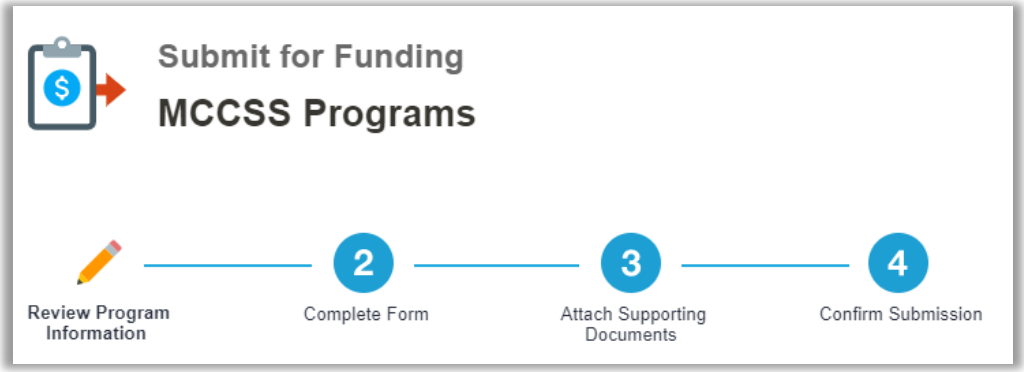


Note: Select the **List** icon to view programs in a list format. From the list view, select **New** to proceed to the submission process**.**

Submit for Funding Page

Submitting a Budget Form

There are 4 steps to the Budget Form Submission Process:

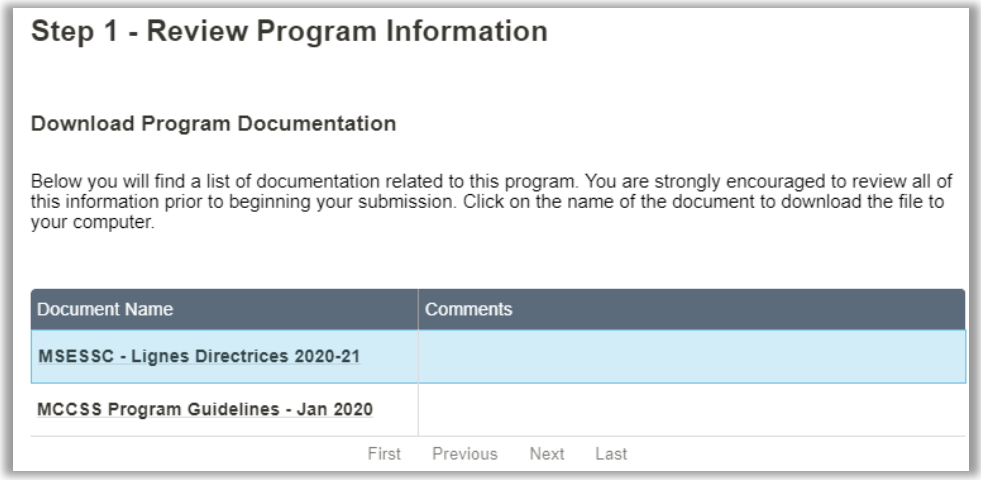


Submit for Funding Page

Step 1: Review Program Information

In Step 1, Ministry documentation to be reviewed by all Transfer Payment Recipients prior to submitting for funding is listed. A list of supporting attachments is also available for review.

Select the hyperlinked **Document Name** to download program documentation. After completing your review select the **Step 2** icon or select **Next** at the bottom of the page.



Note: Verify that your browser's pop-up blocker is disabled before downloading the files.

Step 1- Review Program Information View

Step 2: Complete Form – Part A – Download

In *Step 2*, review the program components and region for which your organization is eligible to submit for funding and the notional allocation for each component.

If the information is incorrect, contact your Ministry Representative, if you are unsure who your ministry representative is, please e-mail mccss.tpmod@ontario.ca

Component	Region / Branch	2020-21 Notional Allocation
Complex Special Needs	Central Region	1,100.00
Child Welfare - Community and Prevention Supports	Central Region	1,000.00
		$2,100.00

Step 2- Complete Form: Components Section

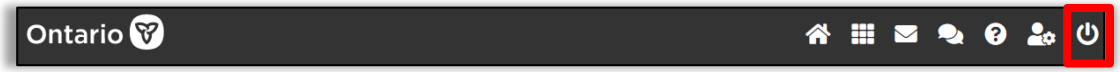
To download the budget form, select the **Download Form** button and select **Download** from the File Download pop-up window.

Step 2- Complete Form: Download Form

Note: You will not be able to submit/complete the form with Chrome's default pdf reader. You must use a compatible PDF file reader – recommended version Adobe Acrobat Reader DC.

To open the downloaded pdf form, select the file from within your computer's downloads folder. Right click on the PDF file and select **Open with**. From the newly opened menu bar, select **Adobe Reader**.

While you are working on the form offline, logout of your TPON session. If a session has been idle for more than 15 minutes, the system will log you out automatically.



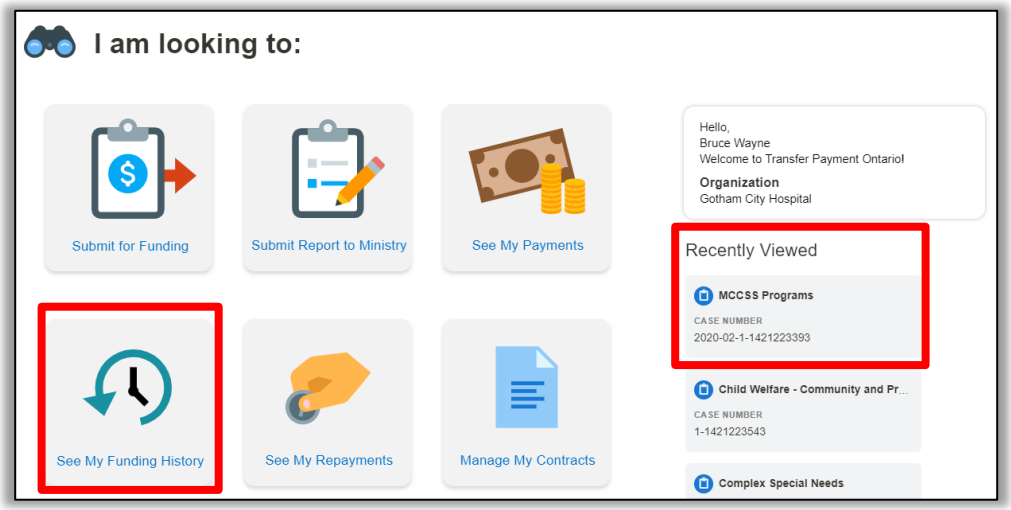
TPON Top Menu Bar

Step 2: Complete Form – Part B – Upload

To upload the completed and validated budget form, return to the TPON system from the www.Ontario.ca/getfunding webpage and log back in with your ONe-*key* ID.

Select the ***See Funding Opportunities*** menu card.

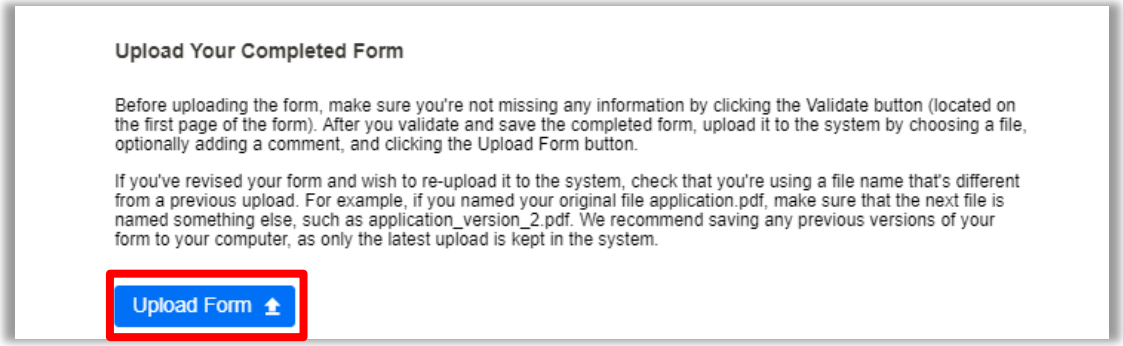
From the ***I am looking to:*** page, select the case number for your submission (found in the top right corner of your budget form) from the *Recently Viewed* list. If the case number is not displayed, select the *See My Funding History* menu card to locate your draft case.



I am looking to Page

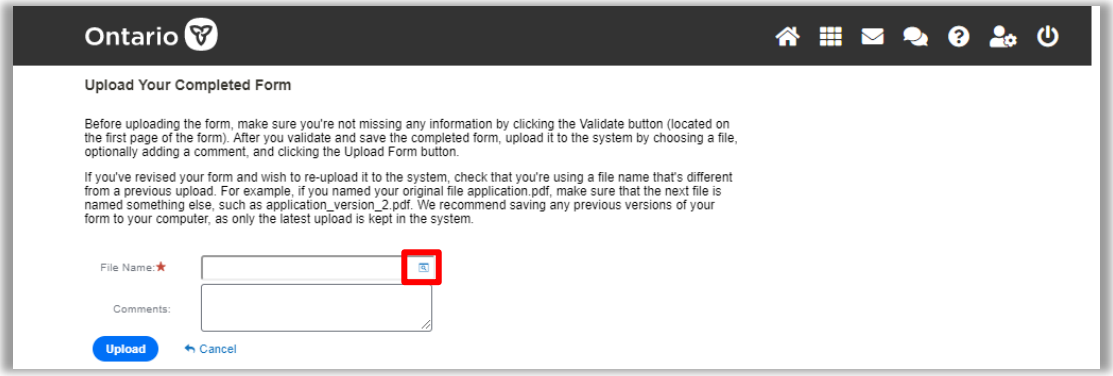
You will be taken back to the **Submit for Funding** page. Click **Next** to return to *Step 2: Complete Form*.

Scroll down to select the **Upload Form** button.



Step 2- Complete Form: Upload Form

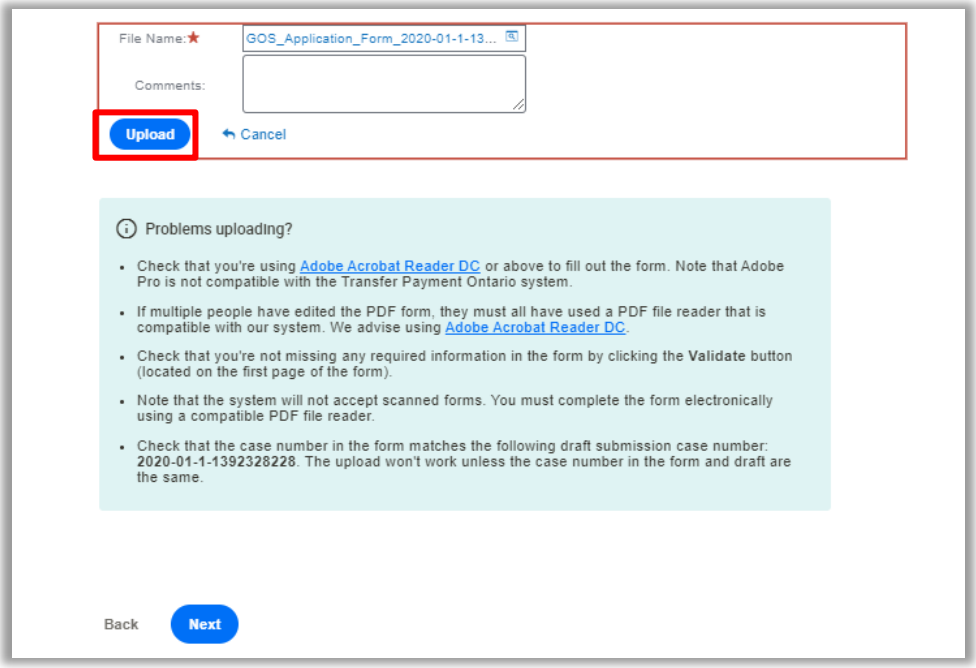
A window appears for the upload. Select the icon in the *File Name* field a pop-up window will appear. Select **Choose File** to browse your local computer files and select the completed Budget Case Form.



Step 2- Complete Form: Upload Form

Note: The system will not accept a scanned file or an incomplete/unvalidated form.

The selected file name will populate the File Name field. Select **Upload.**

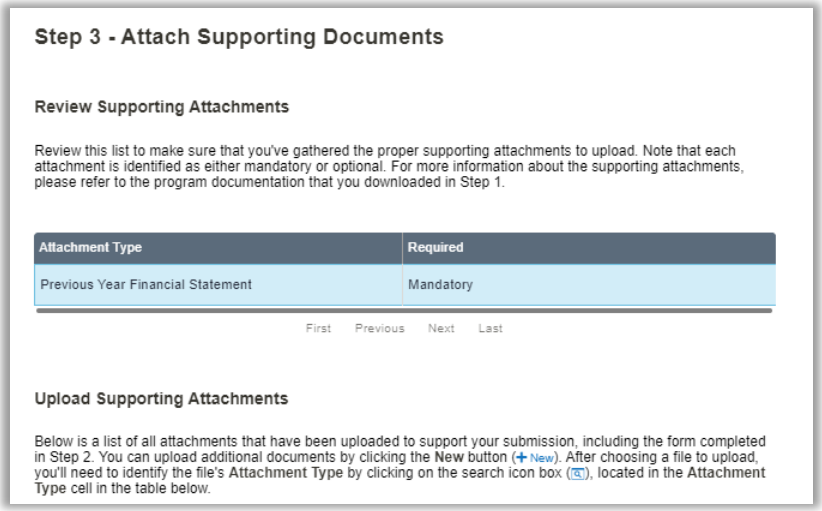


Step 2- Complete Form: Upload Form

If the upload is successful, the system will automatically direct you to *Step 3 – Attach Supporting Documents*.

Step 3: Attach Supporting Documents

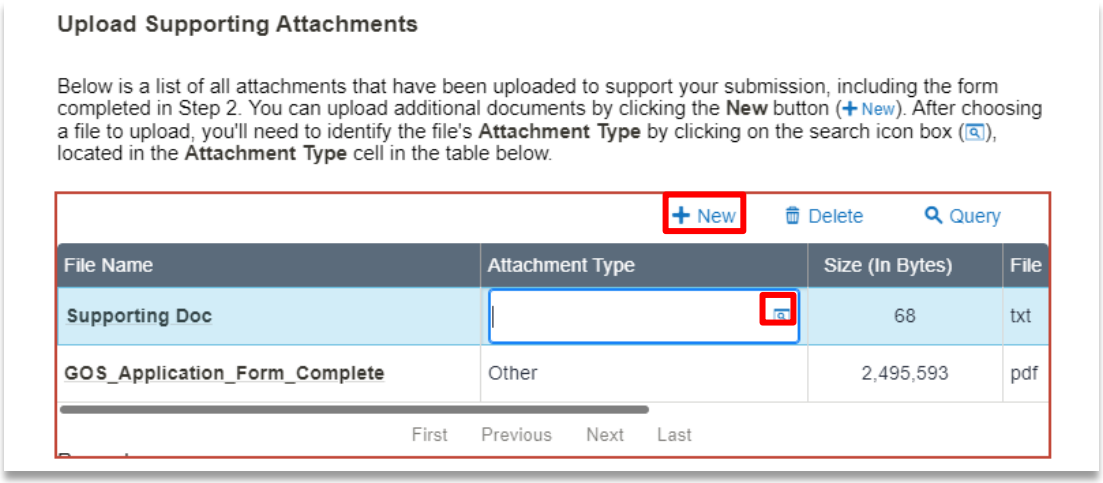
In Step 3, review supporting documents required by the Ministry.



Note: Supporting documents may be listed as optional or mandatory. These requirements are determined by the Ministry. For any questions, contact your Ministry Representative.

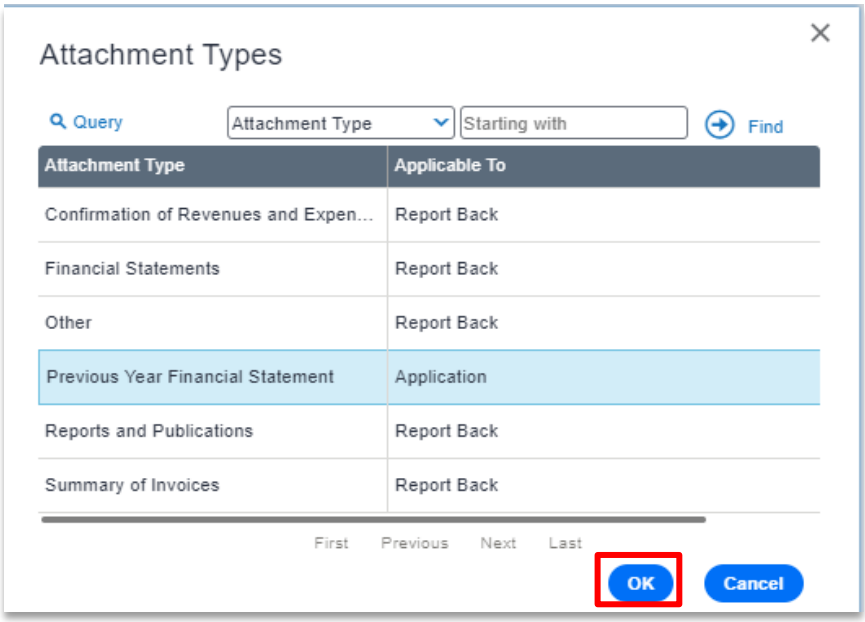
Step 3- Attach Supporting Documents

To add a supporting document, select **+New** to browse your local computer files and select the supporting document. The selected file name will populate the File Name field.



Step 3- Attachment Types window

To classify the supporting document, select the icon in the **Attachment Type** field. A pop-window listing the Ministry-defined attachment types will appear. Select the appropriate attachment type and select **OK**.



Step 3- Upload Supporting Attachments

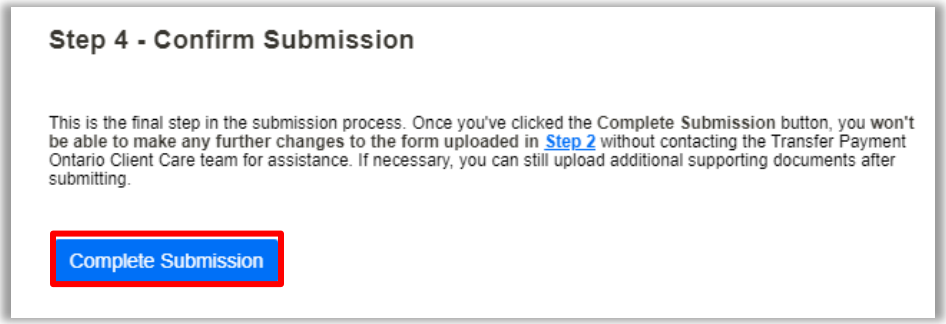
Note: Other attachments can be added at any time after submission.

Select the **Next** button at the bottom of the page to proceed to *Step 4: Confirm Submission.*

Step 4: Confirm Submission

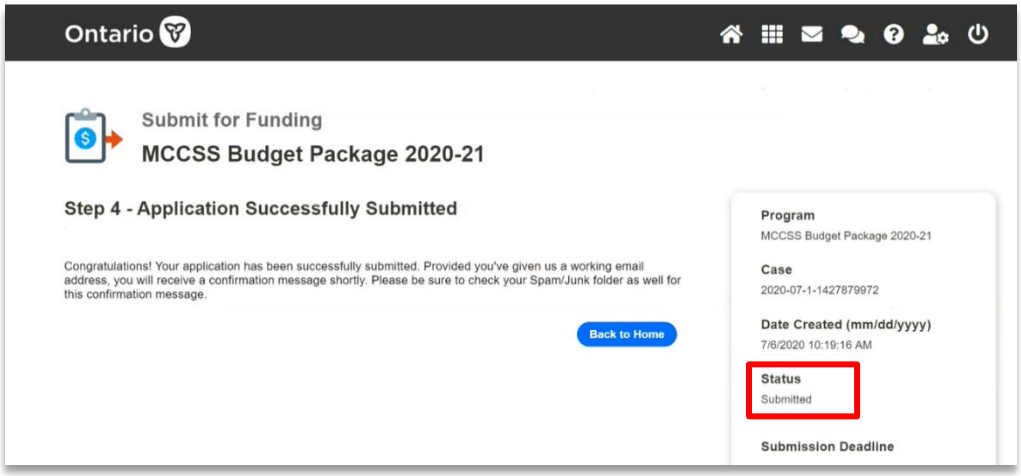
This step is mandatory to complete the submission process.

In Step 4, select the **Complete Submission** button to confirm your submission. The system verifies the submission by ensuring a fully completed budget form and all mandatory documents have been attached.



Step 4- Confirm Submission

If all requirements have been met, the system will display a confirmation page indicating the application has been successfully submitted to the Ministry. The status of your case is updated **Submitted**.



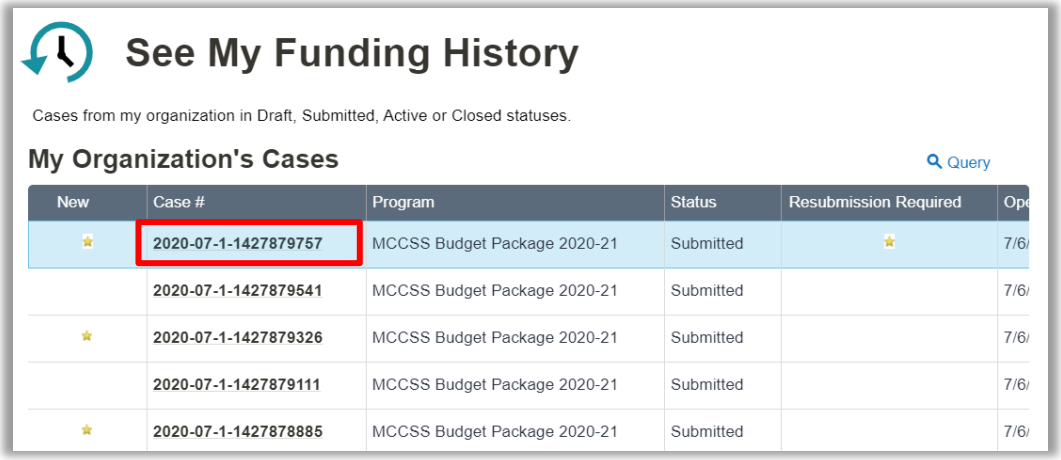
Step 4- Confirm Submission

Note: No changes can be made to a completed submission. Contact your Ministry Representative if changes are required.

Attaching Documents After Submission

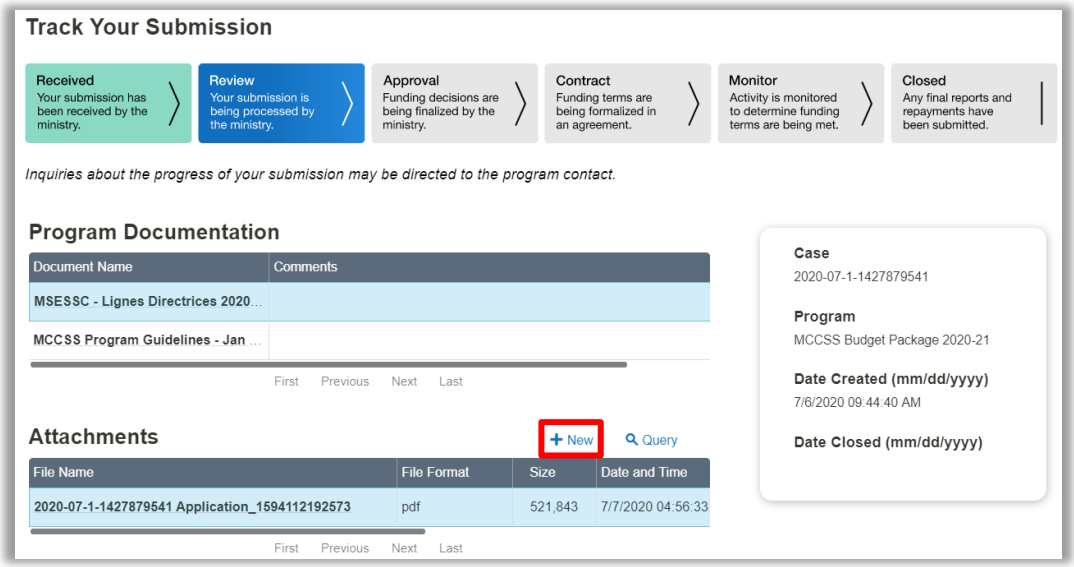
You can track your submission, attach files/documents, and submit requests for assistance at any time by navigating to the ***I am looking to*** page and selecting the **See My Funding History** menu card.

Select the **Case #** of your submitted case.



See My Funding History – My Organization's Cases

To add additional documents, select the **+New** button and attach a file from your local drive.

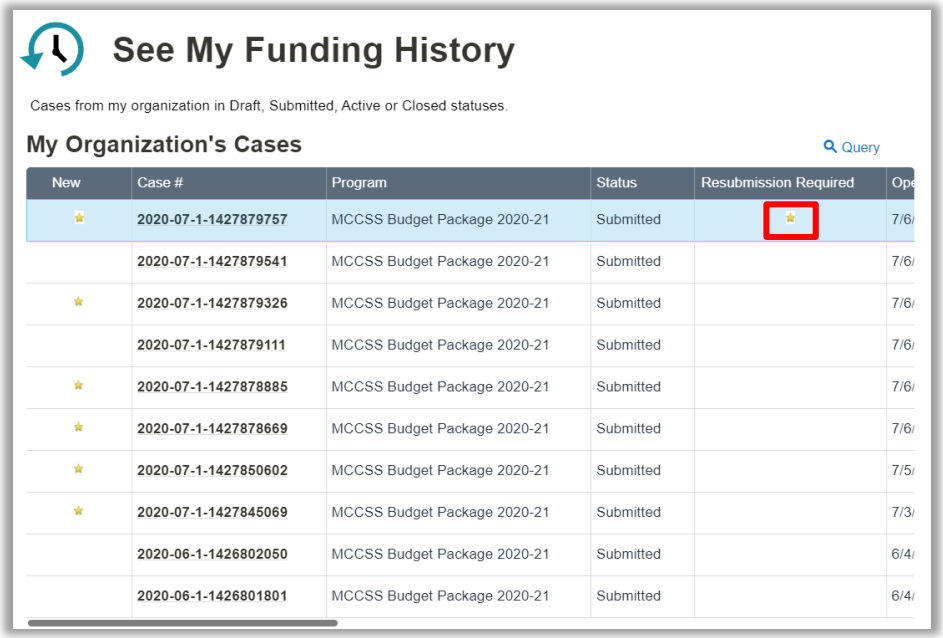


See My Funding History – Track Your Submission

Resubmission

If the Ministry Representative processing the submission determines that the budget form requires revision, the case will be returned to the TPR. An organization contact will be notified by email if resubmission is required.

Cases which require resubmission will be flagged under the **Resubmission Required** column on the **See My Funding History** page.



See My Funding History – My Organization's Cases

Select the **Case #** of the case you want to resubmit, and you will be taken back to the 4-step **Submit for Funding** page. Follow the steps of the submission process.